

Non-Certified Teacher Information

Am I eligible for a TAT?

Non-certified teachers with a bachelor's degree have the option to apply for a *Temporary Authorization to Teach* (TAT) certificate with Louisiana Department of Education (LDOE). The teacher must have a 2.2 or higher GPA. It is the teacher's responsibility to reach out to Tiffany Lee in H/R to apply for the TAT. We cannot grant the certified teacher daily rate of pay until the certificate has been issued with LDOE. The teacher must attempt to pass their praxis exam twice during this one-year period to be eligible for renewal.

What are my certification Options?

Teachers who are looking to become a fully certified teacher may enroll in an alternate certification program such as Iteach or Louisiana Resource Center for Teachers (LRCE). Many universities, such as Southeastern, LSU or Northwestern, offer programs as well. We recommend reaching out to each program provider to see which program will fit your needs the best. Once a teacher has met the program requirements, they will be eligible to apply for their *Practitioners License* (PL). When the PL has been issued by LDOE, the teacher will be eligible to receive the certified teacher daily rate of pay. We are unable to issue back pay for the PL while the teacher is waiting on LDOE to process the application.

What are my responsibilities with the school district after enrolling?

Teachers who are enrolled in **Iteach** will receive a plan of study that needs to be signed by the Human Resource Department (email to Tiffany Lee). It is the teacher's responsibility to make sure they are hired in a role that aligns with their plan of study, otherwise they will not be eligible to apply for the PL. The plan of study does not allow the teacher to receive the certified teacher daily rate. Once Iteach receives the signed plan of study, they will then send a DocuSign application to the teacher with a list of documents needed to apply for their PL. Iteach will then submit all documents to LDOE.

Teachers who are enrolled in **LRCE** will receive an Intent to Employ that needs to be signed by the Human Resource Department (email to Tiffany Lee). Once this is received, LRCE will submit all documents to LDOE.

How long does LDOE take to process applications?

LDOE currently takes **55-65 business** days to process applications once they are submitted through the H/R or Program portal. This time frame could change at any time.

When does my mentoring start?

We recommend all teachers be partnered with a fellow teacher to help them in this new role. However, their official mentoring is not supposed to start until the Practitioners License has been issued according to LDOE. Since there is such a delay with LDOE processing, Livingston Parish has set two deadlines to help the new teachers who have applied for their PL. The first deadline is October 1st to have applied for the PL, to start mentoring for the Fall Semester. The second deadline is February 1st to have applied for the PL to start mentoring for the Spring Semester. Late applications will be considered on a case by case basis through October 15th and February 15th. Our mentor coordinator, Melissa Richardson, will email a contract to the mentee, mentor and principal once the mentoring is approved.

How do I apply for my Level 1 Certification or PL Renewal?

LDOE requires two semesters of mentoring with a credentialed mentor in the areas of co-teaching, observation and feedback and collaborative planning. At the end of the two semesters, the program provider will initiate the application for a Level 1 Teaching Certificate, or a PL Renewal if the candidate has not completed their requirements. The district will not sign off on the PL renewal or Level 1 Certification if the mentoring has not been documented in the official electronic portal for two semesters. It is the teacher's responsibility to notify Melissa Richardson to ensure the mentoring is in place.

Who should I contact?

Human Resource Department: Tiffany Lee, 225-686-4362, tiffany.lee@lpsb.org

Mentor Coordinator: Melissa Richardson, 225-686-4314, melissa.richardson@lpsb.org